



NEPTUNE VESSEL OPERATING SYSTEM

SAFETY MANAGEMENT SYSTEM

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B07 CARRIAGE OF DOCUMENTS

07.1 Oil Record Book and Garbage Record Book

These books are approved by the Vessel's Registered Flag State and must be maintained in order to comply with the International Convention for the Prevention of Pollution from Ships 1973 as modified. i.e: "Marpol 73/78". These will be subject to Port State Control (PSC) Inspection.

07.2 Articles of Agreement

Every Seafarer must sign the prescribed Articles of Agreement when joining the vessel and again when discharged from the vessel.

When a Seafarer signs off articles, his/her documents are returned and a Certificate of Discharge must be issued. Normally this is entered in the Seafarer's I.D. book.

07.3 Deck Logbook

This is the working logbook and provides a daily record of the ship's operation.

The information provided should include such things as:-

- Navigational particulars, e.g: port arrival /departure times, regular positions of the vessels, course alterations, weather & sea conditions, safety checks etc.
- In Port details, e.g: Cargo operations start/finishing times, delays, tonnages loaded; bunkering operations, safety checks, etc.

Any other notable event affecting the operation, the ship and its crew. It is important that the Logbook is accurately kept. It is an important official record of events.

07.4 Hand-over Notes

Provide continuity in the ship's operation around the crew change period. They should contain notes from the outgoing crew regarding the vessel's performance, programme, ongoing repairs and maintenance, or any items that help to affect a smooth changeover, particularly when there is minimal time to affect a hand-over. The appropriate documents should be maintained by the Master, Chief Engineer and Chief Officer. The notes exchanged and signed for at each hand-over will be filed as part of the vessel's records, and copies sent to the office.

07.5 Engine Room Logbook

Records of: daily engine movements, operating conditions and non-routine repairs/ maintenance etc.



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07.6 Main & Auxiliary Engine Running Hours

Records engine running hours, lubricating oil consumption and filter changes, etc. These records are sent to the office by print-out or diskette.

07.7 Fuel & Oil Records

For tank soundings and fuel/oil records. These records are sent to the office by print-out or diskette.

07.8 Engine Maintenance Reports

These Reports summarise data for the Technical Department, Neptune Pacific Agency Australia Pty Ltd., providing necessary feed back on engine performance, maintenance done and any defects on machinery. They are completed in full by the Chief Engineer and the original forwarded to the office at the end of each month.

The Company requires voyage end fuel and lubricant quantities remaining on board vessels to be forwarded to the office as soon as possible after each voyage end.

Quantities are to be expressed in tonnes for fuel and in litres for lubricants.

When vessels are operated under time/voyage charter, special reporting instructions may be given.

07.9 Voyage Report

In addition to the foregoing, the Master's Voyage Report must be completed in full at the end of each voyage and forwarded to the Office. It is intended to be a brief summary of the voyage to provide feedback on the ship's operation, the safety management system (SMS) and any other issues that may need addressing. It also provides an agenda for subsequent Master's Meetings. Additional pages and other specific/ confidential reports can be attached to this sheet.

07.10 Medical Logbook / Accident Register

A Medical Logbook forms part of the Medical Kit and must record every case of illness or injury aboard the vessel, the nature of it and any treatment given, including the type and quantity of any drugs supplied.

It must also contain an inventory of the medicines and equipment contained in the kit.

All illnesses and treatments must be recorded in detail, stating the patient's name, chronological sequence of symptoms and treatment given and counter-signed by the Master.

It is most important that all information relating to the disability is recorded at the time. The logbook may be required at a later date.

The medicines and equipment inventory must be recorded as follows:-

Category / Medicine/Equipment Name / Quantity / Date / Expiry.



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When treatment is administered it must be recorded as follows:-

Date / Patient Name / Ailment / Type & Quantity / Name and Signature of medical provider, counter-signed by the Master

A designated Officer appointed by the Master is responsible to the Master for the regular upkeep of the vessel's medical kit, which in turn will be subject to annual audit by a pharmacist.

The Medical Locker must remain locked at all times and the key held by a designated officer(s).

Prescription drugs must be held by the Master in a secure place.

Any accident or injury to personnel must be reported to the master and recorded and witnessed in the Accident Register. Brief detail of the incident is required and all medical certificates and related documentation should be forwarded to the office immediately. The relevant form for the Vessel's Registered Flag State, as appropriate, must also be completed for serious injuries [incapacity for a period in excess of 3 days or loss of life] and forwarded to the office as soon as possible.

All accidents and injuries must be investigated; findings analysed and recommendations made to prevent re-occurrence.

07.11 Damage / Accident Reports

In the event of a serious incident or mishap the relevant form for the Vessel's Registered Flag State must be completed, as appropriate, plus necessary Company forms and forwarded to the Office at the earliest opportunity.

Refer to Section 9: Defects, Condition of Class, Near Misses, Incidents and Accidents for procedures of this manual.

Damage sustained to the vessel, regardless of size or perceived importance, must be reported fully in writing. This report is to take the form of a Statement of Facts and should include the following information:-

- Location
- Date / time of occurrence
- Weather conditions, etc., if applicable.
- Condition of vessel, draughts, whether loaded or light etc.
- Description of events or situation

This must be signed by the person involved (if any) and the Master and forwarded as soon as possible to Neptune Pacific Agency Australia Pty Ltd. Auckland Office (Technical Department).

Damaged equipment owned by a third party, such as a Stevedore, or contractor's damage must



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also be subject of a Statement of Facts and be sighted and signed by their representative.

All accidents and injuries must be investigated; findings analysed and recommendations made to prevent re-occurrence.

07.12 Ship Board Vessel Detail Documents

Each vessel holds a set of file/s, displaying the documents' headings, containing all relevant documentation pertaining to the respective vessel.

A copy is kept in the Technical Department, Neptune Pacific Agency Australia Pty Ltd., Auckland Office.

The following documents are filed:-

- **certificate register;**
- **copies of certificates, including Statutory and Class register of life saving appliances;**
- **list of publications;**
- **Office Circular letters pertaining to ISM and ISPS matters;**
- **Office Circular letters pertaining to PSC deficiencies and Detentions;**
- **Masters Handing over reports.**
- **Accident, Incident, Defect and Near Miss reports.**
- **PSC inspection reports.**
- **Internal Audit reports. Internal NC's.**
- **External Audit reports and NC's.**
- **Crew Evaluation reports.**
- **Training and Drill Records.**
- **Weekly Check list s.**

Master is to review the above documents monthly and then advise The Office if any certificates are due for renewal. Office recommends the Master to have a clear idea of the circular letters and follow accordingly.

When equipment is replaced, and a new document supplied, the Technical Superintendent copies the document. The original is placed aboard the vessel and the respective copy held in the Technical Department.

The "Certificate Register" Index, located in the front of the file, is to be updated accordingly with a new date inserted.

07.13 Inspection of Reports

Maintenance, Inspection and Contractor's Reports will be forwarded to the office from the vessels and are reviewed by the Technical Superintendent.



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Appropriate action is taken if required.

The document is to be dated and initialled by the Officer responsible.

** Refer to the Revised list of certificates and documents required to be carried on board ships (FAL.2/Circ.127.MEPC.1/Circ.817 and MSC.1/Circ.1462)

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